



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

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### MEMORANDUM

TO: Mayor and Town Council

FROM: Daniel E. Taber  
Interim Town Manager

DATE: October 11, 2011

RE: Town Manager's Report

During September, staff spent a significant amount of time and effort working on issues related to the proposed changes to the B-1, B-2, and FB/O-1 zoning regulations. Considerable attention was given to issues raised by citizens during a public hearing on the matter and changes were made based on that input. I remain convinced that the ordinance Council approved on September 20, 2011 will play a vital positive role in developing a more structured and predictable plan that will allow the Town to move forward in a manner that will most benefit the community as a whole.

Your approval of recommended changes to the Massage Therapy Ordinance finalized a significant effort on the part of the Town Attorney in researching the ordinances of neighboring jurisdictions and drafting the new ordinance. The ordinance is fair and balanced and does not place any undue financial hardship on someone who wants to conduct such a business in the Town.

#### **Ginn Park Project**

Our request to abandon well and septic sites on the Ginn Park property has been approved by the County Health Department and the proper permits have been issued. The Assistant Director of Public Works has been assigned the project and will be proceeding with obtaining the required bids to select a company to perform the required work.

#### **Grant Issues**

Issues remain with the FY 11 Byrnes/JAG Grant as it relates to the performance of ENS relative to the grant requirements. We have met with the DC JS grant coordinator and have contacted ENS requesting clarification of what the funds provided to them through the grant were actually used for.

I am please to advise you that the CDBG Grant application for Ginn Park has been completed and submitted by the required deadline. Many thanks go to Kim Alexander for her assistance in writing the grant and to David Moss for his participation especially as it pertained to providing the required documentation needed for the grant application.

Ms. Cydney Neville, newly appointed Director of Community Services, applied for and was selected to receive a \$5,000 Wal-Mart Foundation Grant for use in her community based youth programs. A bulk of that money will be utilized for supplies for the various programs that she is planning. She has shown initiative in the area of grants and I have hopes she will continue to be successful in applying for additional grant assistance.

The Police Department has secured a \$14,000 DMV Selective Enforcement Grant from the state for overtime funding of activities associated with traffic ordinance enforcement. The funds can be used for DUI, speeding, and seat belt enforcement as well as other traffic safety related issues.

Finally, the Town will be receiving a \$2,312 DEQ Litter Grant to support our litter control efforts. We initially missed the filing deadline but I submitted a letter regarding the issue and as a result, we were approved for funding.

### **Zoning Ordinance Enforcement**

As you know, the Town is undertaking a long-overdue look at our enforcement of Zoning Ordinances. Historically, even though violation notices have been issued over the past several years for locations throughout the Town, little or no follow-up had been done for continued non-compliance. This is not an acceptable approach and in the future, we will pursue these violations until they are corrected. As an example, the Zoning Administrator has two cases set for court later this month to bring the issues involved to final adjudication. The Town strives to achieve voluntary compliance but the message needs to go out that it will not tolerate a "no response" attitude from individuals who have been notified of violations but continue to ignore them.

### **Personnel Policies**

Day to day issues have prevented me from making any significant progress on revisions to the Town Personnel Policies. Although I had previously advised you that I hoped to have a draft ready for your review and ultimate approval by mid-October, the reality is that a January 2012 date is more realistic.

### **Executive Search for Town Manager**

Based on your recent action in appointing me permanent Town Manager, I have spoken with Mr. Anzivino concerning the termination of the contract for the executive search for a permanent Town Manager. The Town Attorney has followed up on that issue and will coordinate the successful, legal termination of the contract.

### **Town Clerk's Position**

The top six candidates based on a resume review were selected for a preliminary interview with a panel consisting of me, Retta Ladd, and Penny Schaffer. Five of those six were interviewed (one withdrew after accepting a position elsewhere) and the top three were selected to move forward in the process. Council will interview these three applicants on October 18, 2011, starting at 5:00 PM.

### **Flooding and High Water Related Issues In the Town**

As a result of a month long cycle of sporadic rainfall of significant amounts, there was periodic flooding at the historically high water areas throughout the Town. The most significant rainfall occurred on September 7, 2011. As a result, several individual property owners throughout the town suffered various levels of water damage associated with the almost unprecedented rainfall we received. The ditch lines along portions of Possum point Road have since been cleaned out and repair work along the road shoulder has been completed. Additional work will be scheduled to realign the slope of the ditch lines to better accommodate a proper flow of runoff. There was also work completed along Mine Road to stabilize a creek bed and adjacent banks to better control the flow of water to a nearby culvert.

### **Rotten Egg Smell Associated With Potomac Landfill**

As you are all well aware, there have been significant complaints and observations of offensive odors that are associated with the Potomac Landfill. Although we have had limited cycles of this problem in the past, it has been non-stop for most of the past month. After reviewing all of the information we were able to compile regarding the issue, I believe that the sudden recent spike of complaints are the result of the significant and at times continuous deluge that has hit our area. The excessive rain puts more water filtering through the landfill and that results in much greater amounts of leachete (liquid that has passed through the landfill and contains material from the waste in the landfill) that are released into the sewer system. I have placed an item on the October 11<sup>th</sup> Council Meeting Agenda for discussion of this issue.

### **Other Various Town Manager Activities for August**

- Staff Meetings
- Regular Council Meeting
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- Meeting with Dr. Greer from Grace Church
- Meeting Reference Campbell Property
- Meeting with Economic Development Advisory Group
- Several Personnel Related Meetings
- Interviews for Town Clerk Position
- Chenega Ribbon Cutting Event
- Land Use Committee Meeting
- Meeting with Motorola on Police Radio Replacement
- Visit and Meeting – Potomac Landfill
- Senior Citizens Luncheon

Should you have any questions or concerns, please contact me.